



Labor Category: **Logistician/Journeyman**

Primary Location: Southeast Asia

Schedule: Full-time

Travel: Yes, 50% of the time

Essential Job Functions

- Performs logistics program activities from conception stage through life cycle management of product
- Monitors the order cycle, maintains an inventory control process to ensure that inventory requirements are met according to budget and customer demands
- Develops and implements logistics program activities including Integrated Logistics Support (ILS), technical documentation, RAM provisioning, etc
- Coordinate logistics activities for field service personnel, resolves logistics problems, and compiles data on standardization and interchangeability of parts to expedite logistics activities
- Must have Property Book Unit Supply Enhanced (PBUSE) and Theater Provided Equipment (TPE) experience
- Enters data into logistics software application to reconcile physical inventories; ensures transactions are recorded accurately and are available to budget and finance departments, upon request
- Assists in negotiating and coordinating delivery of required inventory to ensure equipment is received and available to clients in a timely manner Contacts vendors and facilities management personnel to ensure proper shipping/receiving of all supplies
- Tracks routine logistic transactions using appropriate recording systems and oversees the routing of merchandise accordingly to ensure inventory requirements are met
- Communicates with supervisors and managers of individual departments regarding the status of equipment and supply orders, as well as equipment returned to vendors for repair to ensure that alternate arrangements are made during repairs and order deliveries
- May operate a forklift to load/off load trucks, ships, and aircraft and move materials to various locations, some manual lifting required

Qualifications

Basic Qualifications

- Must have a secret clearance and an active passport**
- Must be a US Citizen**
- Bachelor's degree
- Eight or more years of logistics or material handling experience
- Experience working with purchasing and facilities management
- Experience working with tracking and routing software
- Experience working with company products and inventory needs
- Possess valid driver's license

Other Qualifications

- Personal computer and business solutions software skills

- Communication skills to communicate with customers, vendors and management
- Planning and organizational skills to balance and prioritize work
- Analytical and problem solving skills to assist in managing the flow of goods
- Ability to work independently and as part of a team